



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
400 RUSSELL AVE BLDG 192  
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1720.1L  
01A  
10 Mar 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1720.1L

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: NAVY RECRUITING DISTRICT NEW ORLEANS NAVY SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C

Encl: (1) Sample Welcome Aboard Message  
(2) Sample Sponsor Letter  
(3) Command Sponsor Checklist  
(4) Sample Sponsor Designation Letter  
(5) Sample Welcome Aboard from CCC

1. Purpose. To provide maximum relocation assistance to newly assigned military personnel and their families. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVCRUITDISTNOLAINST 1720.1K.

3. Discussion. The NRD New Orleans Sponsor Program is intended to ease the transition of Navy personnel and their families during Permanent Change of Station (PCS) moves. This program benefits Navy personnel and their families before, during and after a PCS move.

4. Responsibilities

a. Command Master Chief (CMC). Responsible for administering an effective Command Sponsor Program. The CMC is responsible, with the assistance of Department LCPO's, for the assignment of command sponsors from each department for all enlisted personnel.

b. Executive Officer. Assigns sponsors for all officers.

c. Command PASS Coordinator (CPC). Ensures that all incoming personnel are identified upon receipt of orders using the BUPERS Online. The CPC is responsible for updating the Prospective Gain (PG) spreadsheet. Additionally, the CPC is responsible for providing this information to the Command Sponsor Coordinator (CSC) within five working days of receipt of orders.

d. CSC. Conduct training and provide designation letters (enclosure (4)) for all Departmental Sponsor Coordinators (DSC). Ensure each department is in compliance with this instruction.

(1) Ensure each DSC contacts PGs.

(2) Maintain the command recall roster listing of new PG contact information (including PG's family) for PG's reporting to their respective department.

(3) Provide the assigned sponsor with a copy of this instruction and the Command Sponsor checklist (enclosure (3)).

(4) Maintain a master log of new members, status of new member welcome aboard packages, and provide monthly feedback to CMC.

e. DSC. Provide and maintain a department PG list for all incoming personnel assigned to their department.

(1) Assign a sponsor within their department upon receipt of notification of PG from the CSC.

Note: Ensure assigned sponsor will be onboard when PG arrives. Additionally, sponsor will prepare a personal letter to PG within five working days of notification.

(2) Obtain "Welcome Aboard" packages from Fleet and Family Service Center to include a local newspaper and mail out to PG's current address within five working days.

(3) Contact PG to determine marital status, number of dependents, and any other circumstances requiring special attention.

(4) Provide CSC with a completed Welcome Aboard package to include a completed check-list.

f. Administrative Department. Prepare a command welcome aboard message (enclosure (1)) and message within 30 days of receipt of PG's orders.

NAVCRUITDISTNOLAINST 1720.1L  
10 Mar 2015

(1) Prepare labels and mail out each welcome aboard package using PG's current mailing address. This list will be provided by the DSC and shall be attached on the front of the welcome aboard package.

(2) Contact PG's command via naval message with a welcome aboard message for the prospective gain.

(3) Notify the DSC when the welcome aboard package has been sent to the member.

g. Command Indoctrination Coordinator. Organize a two-day Command Indoctrination Program for new check-ins.

(1) Ensure that the conference room is set-up for command indoctrination and is ready for all department presenters.

(2) Send written notification to department heads and representatives listing command indoctrination dates, and list the dates in the Plan of the Month for command awareness.

(3) Provide written feedback to CMC on any discrepancies or changes in the indoctrination process.

/s/  
C. A. STOVER

Distribution List:  
Electronic only, via  
<http://www.cnrc.navy.mil/neworleans/>

NAVCRUITDISTNOLAINST 1720.1L  
10 Mar 2015

**Sample Welcome Aboard Message**

FM NAVCRUITDIST NEW ORLEANS  
TO NAVCRUITDIST SAN FRANCISCO CA  
NAVCRUITDIST NEW ORLEANS LA  
BT  
UNCLASSIFIED//  
MSGID/GENADMIN/NRD NEW ORLEANS//  
REF/A/BUPERS ORDER 9999  
SUBJ/WELCOME ABOARD NC1 FIRST MI LAST, USN XXX-XX-9999/  
RMKS/1. REQUEST NC1 LAST NAME RECEIVES A COPY OF THIS MESSAGE.  
2. IT IS MY PLEASURE TO PERSONALLY WELCOME YOU TO ONE OF THE MOST  
CHALLENGING AND DEMANDING ASSIGNMENTS OF YOUR NAVY CAREER. AS A MEMBER OF  
OUR RECRUITING TEAM, YOU WILL BE PERFORMING A JOB VITAL TO OUR NATION'S  
DEFENSE. I KNOW YOU WILL ENJOY YOUR TOUR AT NAVY RECRUITING DISTRICT NEW  
ORLEANS. NRD NEW ORLEANS HAS RECRUITING STATIONS IN FOUR STATES THAT INCLUDE  
LOUISIANA, MISSISSIPPI, ALABAMA, AND FLORIDA.  
3. PLEASE CONTACT NCCM(SS) ROBERT J. WIELAND, CHIEF RECRUITER, AT (504) 678-  
6708, DSN: 678-6708, CELL PHONE: (504) 220-5512 REGARDING YOUR ASSIGNMENT TO  
A STATION IN ONE OF THE FOUR STATES WE COVER OR E-MAIL HIM AT  
ROBERT.WIELAND1@NAVY.MIL. SHOULD YOU NEED ASSISTANCE IN OBTAINING TEMPORARY  
ACCOMMODATIONS, PLEASE ADVISE HIM OF YOUR REQUIREMENTS. YOU CAN ALSO FIND  
INFORMATION ON OUR WEBSITE AT [HTTP://WWW.CNRC.NAVY.MIL/NEWORLEANS/](http://www.cnrc.navy.mil/neworleans/) AND  
FACEBOOK PAGE AT  
<https://www.facebook.com/PAGES/NEW-ORLEANS-LA/NAVY-RECRUITING-DISTRICT-NEW-ORLEANS/275523008249.#!/NRDNewOrleans>.  
4. PLEASE CONTACT HMC ALFONSO A. ALFONSO, THE COMMAND MEDICAL TREATMENT  
COORDINATOR, AT (504) 940-7978, OR E-MAIL HIM AT ALFONSO.A.ALFONSO@NAVY.MIL  
REGARDING MEDICAL AND DENTAL PROCEDURES WHILE ASSIGNED TO RECRUITING DUTY.  
IF YOU ARE INTERESTED IN THE GOVERNMENT LEASED HOUSING PROGRAM, CONTACT  
CMDMCM(AW) BRIAN J. ZAWODNIAK AT (504) 678-6767, DSN: 678-6767, CELL PHONE:  
(504) 915-1800 OR E-MAIL HIM AT BRIAN.ZAWODNIAK@NAVY.MIL.  
5. IF YOU ARE CURRENTLY DEPLOYED, CONTACT YOUR COMMAND MASTER CHIEF OR THE  
COMMAND CAREER COUNSELOR TO COMMUNICATE WITH NRD NEW ORLEANS VIA MESSAGE  
TRAFFIC. UPON CHECKOUT AT YOUR COMMAND, PLEASE ENSURE YOUR DEFENSE TRAVEL  
SYSTEMS (DTS) COORDINATOR RELEASES YOU IN DTS.  
6. WE WISH TO MAKE YOUR TRANSITION AS SMOOTH AS POSSIBLE, SO THE SOONER WE  
CAN COMMUNICATE, THE BETTER WE CAN HELP.  
7. WE ARE LOOKING FORWARD TO HAVING YOU ON OUR TEAM. "WELCOME ABOARD", CDR  
C. A. STOVER, COMMANDING OFFICER SENDS.//  
BT

Enclosure (1)

NAVCRUITDISTNOLAINST 1720.1L  
10 Mar 2015

**Sample Sponsor Letter**

Dear (*Rank/Rate Name of Newly Reporting Person*),

Welcome to Navy Recruiting District New Orleans. I am (*Rank/Name*) and I will be your sponsor. My address, phone numbers and email address are listed below; feel free to contact me if you have any questions.

Rank/Rate Full Name

Address

Phone Numbers (Work, COMM/DSN and Home/Cell if Desired)

Email Address

NRD New Orleans has recruiting stations in four states that include Louisiana, Mississippi, Alabama, and Florida. If you have an exceptional family member or special family needs please contact me so I can help you get what you need. You will find a great deal of useful information in your welcome aboard package. If you have any questions at all please don't hesitate to call, email or contact CCC/CSC NC1 Rouzan at (504) 678-0445 or serah.rouzan@navy.mil.

Again, welcome aboard and we are looking forward to meeting you and having you join the Navy Recruiting team.

Enclosure (2)

**Command Sponsor Checklist**

- \_\_\_\_\_ Complete sponsor personal letter.
- \_\_\_\_\_ Contact the person you are sponsoring via telephone ASAP at least within one week.
- \_\_\_\_\_ Provide the member with information on how they may contact you.
- \_\_\_\_\_ Provide any helpful information such as the new mailing address to complete change of address forms.
- \_\_\_\_\_ Check on housing availability and inform the member if housing will be available upon reporting or if temporary lodging arrangements will be needed. Help the member with arrangements. Make sure the new member checks with the housing referral office prior to renting or buying a house.
- \_\_\_\_\_ Provide follow-up letters or phone calls.
- \_\_\_\_\_ Upon arrival of the individual:
  - \_\_\_\_\_ Ensure transportation has been arranged, if necessary.
  - \_\_\_\_\_ Accompany the member to temporary lodging.
  - \_\_\_\_\_ Furnish the member/family with base map, indicating areas of interest.
  - \_\_\_\_\_ Familiarize the new arrival with base facilities.
  - \_\_\_\_\_ Assist the new arrival with check-in procedures.
  - \_\_\_\_\_ Once the member has completed relocation, consider the following:
- \_\_\_\_\_ Assist the member during the first few weeks or months with other needs. Continue to help the new arrival "settle in." Ensure new service member is enrolled in the Command Indoctrination/TRICARE program as soon as possible.

\*\*\* Remember how it was when you got here! If you had a great sponsor, do what they did! If not, here is your chance to start a great NRD New Orleans tradition and make it better for a future shipmate.\*\*\*

NAVCRUITDISTNOLAINST 1720.1L  
10 Mar 2015

**Sample Sponsor Designation Letter**

From: Command Master Chief, Navy Recruiting District,  
New Orleans  
To: YN3 John Doe, USN, XXX-XX-0000

Subj: SPONSOR DESIGNATION FOR INCOMING PERSONNEL

Ref: (a) NAVCRUITDISTNOLA 1720.1L

Encl: (1) Sample Sponsor letter  
(2) Command Sponsor Checklist

1. Congratulations, you have been assigned to sponsor (Rate, FN, LN). Please write (Rate, Last Name) a personal welcoming letter within five working days of receipt of this memorandum. Use enclosures (2) and (3) of reference (a) as guidelines and be sure to provide a copy of your letter along with enclosure (3) to the Command Sponsor Coordinator and Indoctrination Program Coordinator.

2. Enclosed, I have provided you with a copy of the incoming member's orders which includes the official mailing address along with his UIC. Please use all available resources necessary to contact the incoming member within five working days of receipt of this memorandum.

3. I want to emphasize the great importance of your performance as a sponsor. Your efforts will provide (Rate, Last Name) with a "GREAT" first impression of our command. This initial impression is crucial to the individual's long-term attitude towards this command and the Navy. I urge you to continue to express an interest in (Rate, Last Name) until (he/she) has become familiar with their new duty assignment.

Enclosure (4)

NAVCUITDISTNOLAINST 1720.1L  
10 Mar 2015

From: NC1(AW) Serah E. Rouzan, Command Career Counselor,  
New Orleans

Congratulations on your orders to Navy Recruiting District New Orleans! I just wanted to take a quick moment to welcome you to NRD New Orleans and let you know that we are here to make your transition to the command as smooth as possible.

At NRD New Orleans, you will be joining 180 Shipmates, each dedicated to supporting our Nation in the Global War on Terrorism by prospecting, identifying, processing and training the best that our communities have to offer. This job is not for the meek at heart. Keep in mind that 72% or more of our Nation's civilian population will not meet eligibility requirements to serve in the military and that our sister services and civilian job market are all competing for the best to the best. I don't say this to discourage you about your upcoming role as a Navy Recruiter but instead to challenge you to learn as much as you can while at Recruiting School. Seek out successful recruiters and learn from them. Find innovative ways to identify qualified applicants and get the Navy seen and heard in your local community. Our Shipmates and fellow service members currently serving on the front lines need our total commitment to recruiting. Our Nation is counting on us. Defeat is NOT an option.

Below is some helpful information that may answer some of your questions. I realize this will not address all of your concerns so I've also included some phone numbers for you. We are standing by to assist in any way.

**Schools** - Depending on which recruiting station you are assigned, there are several options for public or private school. You can obtain information from your state's Department of Education at the following

Alabama	<a href="http://www.alsde.edu">www.alsde.edu</a>
Florida	<a href="http://www.fldoe.org">www.fldoe.org</a>
Louisiana	<a href="http://www.doe.state.la.us/lde/directory/home.html">www.doe.state.la.us/lde/directory/home.html</a>
Mississippi	<a href="http://www.mde.k12.ms.us">www.mde.k12.ms.us</a>

**Fleet and Family Support Center** - Provide all standard FFSC

Enclosure (5)



services (relocation assistance, SEAP, TAP, Financial counseling, home buying seminars, family counseling, parenting classes, etc). You can obtain contact information for FFSC at [www.ffsc.navy.mil](http://www.ffsc.navy.mil).

**Military One Source** - Since many of our stations are not in the immediate vicinity of a military installation, we encourage the use of Military One Source to address any issues or questions that you might normally refer to a Fleet and Family Support Center. I have enclosed some information in your package that details the serves of Military One Source and highly recommend them to our Sailors. However, the chain of command is always her to assist in any issue or obstacle you might encounter.

**Medical and Dental Care** - Depending on your station assignment, you may be utilizing a local area medical treatment facility or may need to contact Tricare Region South to find out local providers which accept TRICARE for medical as well as dental.

**Government Leased Housing** - If you are assigned to a recruiting station that is more than 60 minutes from a military installation, you may be eligible to apply for the Government Leased Housing (GLH) program. You may review eligibility and application procedures by going to the CNRC website. This program allows you to live in a house or apartment (depending on paygrade and number of dependents) and enter into a contract/lease with the Army Corps of Engineers. Your utilities are included in your rent but you give up your BAH. If you are interested in this program, contact LSC John Darling at (504) 941-0741 or [john.p.darling@navy.mil](mailto:john.p.darling@navy.mil) so he can assist you with the application process.

**Base Housing** - If you are assigned to a station within 60 minutes of NAS Meridian, NAS Pensacola, JRB New Orleans or CBC Gulfport, you are eligible to reside in base housing but must apply for housing at the individual base.

If you desire to purchase a home, I recommend contacting a realtor in the local area for specific information.

**Physical Fitness** - Many of our recruiting stations conduct PT together three times each week. Each of our recruiting stations belongs to a recruiting division and some of our divisions do PT

together each week. Since many of our stations are geographically separated from each other, this can present a logistics challenge. However, physical fitness must be maintained while on recruiting duty.

**Education** - While assigned to NRD New Orleans, you are encouraged to seek higher education. Upon reporting, you will be focused on learning your new job, administrative duties, area of responsibility, visiting schools, etc. After that, however it is recommended that you seek means to develop your education via CLEP exams, DANTES, distance learning, online education, or classroom instruction. It is usually a good idea to start with a visit to a college counselor to determine what your degree program interests are, what programs are available and which learning method best suits your learning style and work/family schedule. Do not let your entire three-year shore duty pass without pursuing education.

**SDAP** - Your Special Duty Assignment Pay (SDAP) will not start until you complete your basic recruiter qualification.

**BAH** - Your BAH will be based on the zip code for your Ultimate Duty Assignment (UDA), and NOT the zip code of your residence. Be aware of this when negotiating a lease or when purchasing a home.

**Hurricane Preparedness** - Since many of our recruiting stations are on the Gulf Coast, we are constantly prepared for evacuation due to hurricane. I do not say this to cause concern but to make you aware that we do have a Hurricane Preparedness Plan, which denotes that each Sailor is responsible for making themselves and their family members aware of evacuation routes in your local area. During hurricane season (1 Jun to 30 Nov), you must have a hurricane preparedness kit, which provides for you, family, and/or pets. You should also establish two separate places you can go in the event of an evacuation. Upon check-in, you will be asked to provide your evacuation contact information. The information must provide names, phone numbers (no cell numbers) and addresses of where you intend to evacuate.

Helpful Phone Numbers and email addresses:

Admin Officer	(504) 678-6917	cleaver.sanders@navy.mil
Admin Office	(504) 678-6700	
Personnel Office	(504) 678-6933	alyssa.m.roberts@navy.mil

NAVCRUITDISTNOLAINST 1720.1L  
10 Mar 2015

Chief Recruiter (504)220-5512 robert.wieland1@navy.mil  
PSD New Orleans (504)678-2546 or (504) 678-2295  
CCC (504)678-0445 serah.rouzan@navy.mil

If there is anything we can do to make your transition to NRD  
New Orleans a smooth one, let us know. I can be reached at  
(504)678-0445 or serah.rouzan@navy.mil. I look forward to  
meeting and serving with you

NC1(AW) Serah Rouzan  
Command Career Counselor  
NRD New Orleans